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Revised

**CITY OF RIVERSIDE**  
**HUMAN RESOURCES DEPARTMENT**  
**CLASSIFICATION SPECIFICATION**

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**TITLE:** **SOLID WASTE COLLECTION SUPERVISOR I**

**DEFINITION**

Under general supervision, to assist in the planning, scheduling and supervision of specified refuse collection crews and routes; and to do related work as required.

**REPORTS TO:** Solid Waste Collection Supervisor II

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Solid Waste Collection Supervisor II. Exercises general supervision over Solid Waste Collectors I, II, and III; RESET Workers and Street Maintenance Worker assigned to the Solid Waste Division.

**EXAMPLES OF DUTIES**

Typical duties may include, but are not limited to, the following:

- Supervise the work of refuse collection crews.
- Train crews in accepted collection methods and practices including public relations and safety.
- Inspect collection routes and observe collection personnel for adherence to proper procedures and practices.
- Investigate and resolve customer complaints and make appropriate recommendations.
- Assist in the design and layout of specific collection routes and schedules.
- Train, supervise and evaluate the performance of assigned crew members.
- Perform heavy manual refuse collection work during periods of personnel shortage.
- Operate an automated refuse truck or other vehicles during periods of personnel shortage.
- Prepare time cards, accident, injury and equipment reports.
- Assist in storm control activities such as placing of sandbags and barricades and picking up of litter or debris.
- Report hazardous conditions.
- Participate in special City events as required.
- Respond to inquiries from the Public.
- Respond to emergencies as directed by Public Safety.
- Report on criminal activities.
- Report any illegally parked vehicle.
- Perform minor repairs on machines and equipment used in refuse collection.

- Perform daily pre and post trip vehicle inspections of assigned vehicle.
- Clean and wash refuse scooter and truck as required.
- Plan, coordinate and supervise the trash mitigation program.
- Assist in planning, coordinating and supervising the Riverside County Sheriff Department Work Release Program as required.
- Respond to drop and spill locations as needed and mitigate hazards.
- Maintain crew safety and conduct safety and training meetings.
- Investigate illegal dumps, including gathering evidence and documentation for potential prosecution by the City Attorney.
- Assist in regulating private and commercial refuse collection franchises.
- Prepare collection routes and staffing reports.
- Assist in the design and layout of specific routes and schedules.
- Serve as Acting Solid Waste Collection Supervisor II as required.

## **QUALIFICATIONS**

### **Knowledge of:**

- Use and care of equipment commonly used in refuse collection.
- Accepted methods and procedures for scheduling and assigning collection crews.
- Local refuse collection policies and regulations.
- Principles and practices of supervision, training and performance evaluation.
- Safe work practices.
- Safe lifting techniques.
- Safe driving principles and practices.
- Basic principles, practices and methods of handling or responding to hazardous spills.

### **Ability to:**

- Assist in planning and scheduling the work of multiple ~~several small~~ crews.
- Perform complete inspections and prepare reports.
- Supervise, train and evaluate subordinates.
- Work overtime as required.
- Administer the County of Riverside's Sheriff Work Release Program.
- Operate a variety of equipment used within the Division (i.e. forklift, motor sweeper and various refuse trucks/vehicles).

### **Education and Experience:**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to completion of twelfth grade. Supplemental classes in solid waste management is highly desirable.

Experience: Three years experience comparable to a Solid Waste Collector III. Experience in leading multiple crews is highly desirable.

**MEDICAL CATEGORY:** Group 1

**NECESSARY SPECIAL REQUIREMENT**

Possession of an appropriate, valid class "B" California Motor Vehicle Operator's License with appropriate endorsements.

**CAREER ADVANCEMENT OPPORTUNITIES**

**FROM:** Solid Waste Collection Supervisor I

**TO:** Solid Waste Collection Supervisor II